

### **Requirements for SPA Pre-Application Meeting Minutes**

Development projects in SPAs are required to hold pre-application meetings. Applicants are responsible for taking and submitting minutes of these meetings for approval by the county. The following points are covered in all pre-application meetings and should be in the meeting minutes.

1. Monitoring efforts and reports must employ scientific methods in an attempt to determine effectiveness of BMPs. Monitoring is to be done according to DEP BMP Monitoring Protocols. Monitoring protocols are intended to provide a framework only. Thorough analysis of data is required and depends on the particulars of the project. Reports are to provide an analysis of results focusing on the effectiveness of BMPs in meeting performance goals. DEP BMP Monitoring Protocols are available at <http://www.co.mo.md.us/services/dep/Publications/pdf%20files/bmpprotocols.pdf>
2. Unless other arrangements are made, BMP monitoring will cover a one year period prior to construction, the entire construction period and up to five years following completion of the project.
3. BMP monitoring reports must include a table with dates of all major construction activities which take place on the site. (Groundbreaking, clearing, grading, BMP construction, BMP conversion, etc.)
4. Prior to initiation of monitoring, consultants must contact DEP to discuss procedures and requirements.
5. Temperature data when required should be collected between June 1 and September 30. Temperature loggers should be set to take readings as frequently as possible. Consult with DEP if readings will be taken less frequently than every 30 minutes. Annual calibration is required. Consult with DEP or equipment manufacturer for calibration procedures.
6. An annual report on BMP monitoring is due to DEP by December 1 of each year. County code requires that reports be submitted quarterly. These quarterly reports may be incorporated in the annual report. This should be reflected in the title of the document.
7. BMP monitoring reports are to be delivered with data in an electronic format to Mark Sommerfield or Doug Marshall at Montgomery County DEP and also to Leo Galanko at Montgomery County DPS.

Mark Sommerfield  
(240) 777-7737  
[mark.sommerfield@co.mo.md.us](mailto:mark.sommerfield@co.mo.md.us)

Doug Marshall  
(240) 777-7740  
[douglas.marshall@co.mo.md.us](mailto:douglas.marshall@co.mo.md.us)

Leo Galanko  
(240) 777-6242  
[leo.galanko@co.mo.md.us](mailto:leo.galanko@co.mo.md.us)

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